

Department of Information Technology (DoIT)
Request for ITPO Approval of a Sole Source Contract
Checklist

I. New Contract Submission Package (items must be provided):

1. Copy of the contract signed by the contractor only and approved by an AAG for legal form and sufficiency.
2. Copy of Bid/Proposal Affidavit properly completed and signed by the Contractor.
3. Copy of Contract Affidavit properly completed and signed by the Contractor.
4. Copy of the Living Wage Affidavit properly completed and signed by the Contractor (If valued at \$100,000 or more)
5. Copy of the Procurement Officer's Sole Source Justification with signature by Agency Head or Designee and the Procurement Officer (COMAR 21.05.05.02B)
6. Copy of the agency's statement of work that was sent to the Contractor
7. Copy of the Contractor's response to the statement of work and the financial proposal
8. BPO Number in ADPICS (Do not enter into approval processing until documentation has been approved by DoIT)
9. MD Tax Clearance Number
10. MBE Goal (MBE Participation Worksheet, D-1 & D-2)
 - If 0% MBE Goal, a letter approved by the agency MBE Liaison is required